



JUDICIAL ASSISTANT (LEGAL SECRETARY II) Superior Court

The recruitment will remain open until sufficient applications from qualified candidates are received.

THE JOB

This position performs a variety of legal process work for a Superior Court Judge. Responsibilities include scheduling matters for hearing or trial; notifying interested parties and/or counsel of these schedules; maintaining necessary records, calendars, or schedules; answering and routing incoming calls; greeting and directing walk-in clients; responding to inquiries from attorneys, interested parties, Clerk's office staff, and others, and filing. Other duties include preparing orders, maintaining a video log of court proceedings, copying video tapes and CDs and assisting in the selection of jury panels. May also supervise jurors during trial, arrange for jury meals during deliberation, and perform other bailiff/courtroom management functions. Work is performed using personal computers and software (word processing and spreadsheet) as well as copiers, transcription machines, and other standard office equipment.

QUALIFICATIONS

- Three to four (3 to 4) years of legal secretarial support work within a law office or legal environment.
- Experience using Washington State Court databases such as SCOMIS and DISCIS is desirable.
- Completion of a legal secretarial course offered by a community college or business school (45 quarter or semester credit hours with at least ten (10) hours in legal coursework) may be substituted for one year of the required experience.

All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. The ideal candidate will have the following strengths: **Knowledge of:** legal terminology, procedures, documents and principles related to legal support work; legal office practices and procedures including standard formats; business English, grammar, punctuation, and spelling; word processing, database and presentation applications, including the knowledge of macros; operation of general office equipment such as copiers, faxes, telephones, personal computers. **Ability to:** apply legal guidelines and regulations to varied operational requirements; prepare legal documents and correspondence using appropriate formatting, terminology and references; operate personal computer applications at an advanced level; establish and maintain effective working relationships with co-workers, public officials, and the general public; operate general office equipment; accomplish work within established timeframes; communicate effectively orally and in writing; adhere to prescribed office routines; maintain a neat personal appearance and courteous attitude toward the public and fellow employees.

SALARY

The salary range is \$14.78 - \$18.86 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. Application Review: (Pass/Fail) – All applicants must complete a Clark County application. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Supplemental Application: (Pass/Fail) – In addition to the Clark County application, applicants must submit and complete the supplemental application. Please see the attached document entitled **Supplemental Application Questions**. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Oral Interview: (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

FAX (360) 397-2457 / TDD (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 328,000, including the City of Vancouver (population 132,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



For assistance with needed accommodations, please contact the Human Resources ADA Coordinator.
(360) 397-2468; TTY (360) 397-2445.

IMMIGRATION LAW NOTICE

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



**JUDICIAL ASSISTANT
(LEGAL SECRETARY II)
Superior Court
Supplemental Application Questions
*Posting #04-12-101***

In addition to the application, please submit a narrative supplement describing your experience in the areas listed below. Completion of the narrative supplement is necessary and must be submitted with your application to Human Resources by the final filing date. CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.

Applications and supplemental responses will be evaluated on the basis of overall qualifications for the position: related *experience, knowledge, skills, and abilities*. Those candidates whose qualifications most closely match the position's needs will continue in the selection process. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background. Use additional sheets of paper if necessary.

1. Describe your proficiency with word processing software. Include the software programs you've operated, giving specific examples of the advanced functions you've used.
2. Describe your work experience interacting with others. Please describe your role and level of responsibility as well as the types of people you interacted with.



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Vancouver, WA 98666-5000
PHONE (360) 397-2456 FAX (360) 397-2457
TDD (360) 397-6032
Email: hradmin@clark.wa.gov
www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION			
POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)
Last Name		First Name	Middle Initial
Address		City	State Zip + Four
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend	
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. (A conviction record will not necessarily bar you from employment.)			
Date	Charge	Sentence	Remarks

EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

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EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
<i>MOST RECENT POSITION</i> Employer:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ ----- May we contact your current employer? Yes [] No []
Address:	
Position: No. of employees you supervised:	
Supervisor: Phone ()	
Specific Duties:	
Reason for leaving or considering change:	
<i>OTHER EXPERIENCE</i> Employer:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ ----- May we contact your current employer? Yes [] No []
Address:	
Position: No. of employees you supervised:	
Supervisor: Phone ()	
Specific Duties:	
Reason for leaving:	
<i>OTHER EXPERIENCE</i> Employer:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____ ----- May we contact your current employer? Yes [] No []
Address:	
Position: No. of employees you supervised:	
Supervisor: Phone ()	
Specific Duties:	
Reason for leaving:	

Attach additional sheets if necessary to include all work history.
Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION
<p>I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.</p> <p>I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.</p> <p>Signature is required at time of hire.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div align="center">Signature of Applicant</div> <div align="center">Date</div> </div>

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.
[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ *American Indian or Alaskan Native.* Tribal Affiliation: _____
☐ *Asian or Pacific Islander:*
☐ *Black (not of Hispanic origin):*
☐ *Hispanic:*
☐ *White (not of Hispanic origin):*

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

VETERAN: Yes ☐ No ☐

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian ☐ The Oregonian ☐ The Skanner ☐ El Latino de Hoy
☐ Seattle Times ☐ Asian Reporter ☐ Spokane Review ☐ The Olympian

Internet Sites:

- ☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website
☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

- ☐ Job Hotline ☐ Job Interest Card ☐ Clark County Bulletin Board ☐ College/Career Center Referral
☐ Acquaintance/County Employee ☐ Other: _____